

ADM-7

OPTIONAL FORM NO. 10

UNITED STATES GOVERNMENT

SECRET

DD/ST# 041-64

Memorandum

TO : Chief, Logistics Services Division
ATTN : Chief, Building Services Branch
FROM : Chief, Supply Division, OL


DATE: 26 DEC 1963

25X1

SUBJECT: Filing Cabinets

REFERENCE: 


25X1

1. As you are aware, funds for the procurement of furniture and equipment for Headquarters elements are extremely limited. During the past few months there has been an ever increasing demand for the two-drawer Mosler filing cabinets which are used with the 30 x 50 and the 30 x 66 top assemblies. This increased demand is questionable considering the provisions of 

25X1

2. If issuances continue at the present rate, stocks will be completely depleted in approximately one month. Strict control appears to be the only alternative at this time. Effective this date, all requisitions for 2, 4, and 5-drawer combination lock type filing cabinets should be accompanied by a memorandum citing full justification and approval by the Administrative Officer and the Area Records Officer of the specific component.

CONCURRENCE


Records Management Staff

Date

17 Dec 1963

25X1

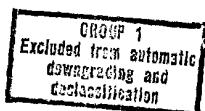
25X1

Distribution:

- Original & 1 - Addressee
- 1 - OL/LSD/BSB
- 1 - OL/SD/DSCB
- 1 - OL/SD/CD
- 1 - OL/SD/SMCB (Official)
- 1 - Records Management Staff

OL/SD/SMCB/  (13 December 1963)

25X1

**SECRET**